

**NAVY PUBLIC WORKS CENTER
MANAGEMENT IDENTIFICATION OF ALL CANDIDATES
VACANCY ANNOUNCEMENT NUMBER 700-04-001**

**POSITION TITLE: TRANSPORTATION PROJECT MANAGER, GS-1601-13
AND LOCATION: CODE 700, TRANSPORTATION DEPARTMENT, MANAGEMENT
DIVISION**

OPENS: 06 FEBRUARY 2004

CLOSES * 13 FEBRUARY 2004

Area of Consideration: Current PWC permanent Civilian employees.

*** Applications must be received by Close of Business 13 February 2004. Applications must be submitted to Ms. Connie Finney at HRO Washington, Building 200-G.**

For more information about this announcement or application procedures contact Ms. Faye Parker (202)-433-4360.

DUTIES OF THIS POSITION:

The incumbent is responsible for overseeing and directing day to day Transportation services and administration that include, inspecting, estimating, maintaining, dispatching, operating, automotive, construction, materials handling, scheduled/unscheduled bus services, freight and material transport, Motor Pool and contract administration in support of both maintenance and operations. Provides direct supervision to administrative staff and Operations and Maintenance Foreman. Establishes priorities and promulgates policies to control work generation and manpower applications to effectively maintain and operate a broad range of Transportation services for the Region. Responsible for overseeing snow removal operations and emergency procedures for activities or sites. Responsible for determining work priorities and schedules as necessary. Ensures that necessary progress, production, costs and other records are maintained and reports are prepared and consolidated as required. Act on personnel matters concerning employees. Manages budget execution changes and provides overhead and Commodity Budget input based on actual and projected analysis of requirements.

Qualifications required:

Selective placement factor:

In order to be considered for this position candidate must demonstrate comprehensive knowledge of computer applications required to manage fleet operations and to produce operational information reports.

Applicants will be ranked using the following evaluation factors:

1. Knowledge, background, and ability to exercise management determinations and to plan, direct and control a diverse transportation maintenance and operations program.
2. Ability to apply techniques of analyses to devise and present solutions to complex problems of high-level importance.
3. Ability to meet and deal directly with all levels of professional and nonprofessional personnel within the agency, federal sector, state and private industries.
4. Knowledge of budget principles and Navy Working Capital Funds in order to develop and maintain an operating budget and other programs in the Transportation arena.
5. Knowledge of and ability to support the EEO objectives of the Federal Government.
6. Ability to communicate orally and in writing.

To apply for this position, you can submit a standard government application form, SF-171 or an OF-612, Application for Federal Employment, or a resume that lists your education, experience and training that is qualifying for this position. **TO RECEIVE THE MOST ACCURATE RANKING POSSIBLE, YOU SHOULD EXPLAIN YOUR KNOWLEDGE OF THESE EVALUATION FACTORS ON A SEPARATE SHEET OF PAPER, AND INCLUDE WITH YOUR APPLICATION.** You should also submit a copy of your most recent appraisal and SF-50, Notification Of Personnel Action.